



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 3 June 2019

Reference: LBN/CO/IC/73/19

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**Country:** Lebanon

**Description of the assignment:** Long Term Agreement International/National Senior Software Developer.

**Project name:** Support to Civil Service Reform and Management capacity of Public Administration, OMSAR Phase II.

**Period of assignment/services:** 6 months until 31 December 2019.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **18 June 2019 at 11:59 PM Beirut Local time. Proposals will not be received through email.**

Any request for clarification must be sent in writing to the e-mail [Procurement.lb@undp.org](mailto:Procurement.lb@undp.org). The UNDP Procurement Unit will respond in writing by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

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### 1. BACKGROUND

The serious deficiencies in the governance structures, operations, ICT infrastructure, strategic planning, human resource management and practices in the Lebanese ministries and public entities impede the development process at all levels and widens the gap between the Government of Lebanon (GoL), on one hand and the citizens, businesses and civil society on the other hand. This project aims at supporting civil service reform initiatives that are undertaken by the Office of the Minister of State for Administrative Reform (OMSAR) to modernize public sector organizations by providing them with the latest management and ICT tools to further improve their service delivery and facilitate the fulfilment of their missions. After the official

announcement, on 20 March 2019, by Prime Minister Saad Hariri to launch the Lebanon Digital Economy Initiative (LDEI), OMSAR has undertaken large-scale efforts prepare and deliver various components of a Digital Transformation Initiative (DTI) in support of the LDEI. To this achieve this goal, OMSAR is seeking talented and experienced individuals to assist its current staff in formulating, planning, and executing its DTI

## **2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

Under the direct supervision and overall guidance of the Project Manager and the Senior Digital Transformation Advisor, the Senior Software Developer will be responsible for the delivery and continuous improvement of one or more digital products. S/he will also implement platforms, toolkits and APIs for purposes such as integration, performance optimization, security and scalability. S/he will ensure high quality code is delivered in line with project goals and delivery cycles.

The Senior Software Developer will be responsible for the following functions:

- Lead a multidisciplinary team to deliver platforms, products and services and iteratively improve them through several delivery cycles
- Design and develop a common unified platform to host all digital services to be offered by the Government of Lebanon
- Migrate and combine hundreds of public sector website into a secure and robust common platform
- Develop an expert understanding of the users' needs and champion these in the delivery of digital services
- Define, explain and iterate a product's vision that is compelling to your users, team and stakeholders
- Build RESTful web services to serve a variety of citizen and government needs, taking responsibility for the quality of code you produce
- Implement toolkits and APIs for purposes such as integration, performance optimization, security and scalability
- Build automated tests to support our continuous deployment environment
- Share knowledge of tools and techniques with your wider team, both developers and non-developers
- Provide digital guidance across government, supporting recruitment, identifying good practices to adopt and sharing experiences
- Content Management System Installation, setup and configuration by performing the following tasks:

### **Deliverable 1: Content Management System (CMS) Installation, Setup, and Configuration**

- Install Kentico website
- Setup Kentico website in IIS
- Update Kentico project to the latest Hotfix
- Set global administrator user password
- Configure global Kentico settings:
  - File storage
  - SMTP server
  - Sender email addresses for Membership, Password, Blogs, Ecommerce...
  - Payment gateways
  - Versioning & Synchronization
  - Web analytics
  - URLs and SEO
  - Web farms
  - Google Recaptcha API keys
  - Google Maps API keys
  - Scheduled tasks
  - Ecommerce store and products
- **Design, Develop, Set up, and Configure Master Website Template by performing the following tasks:**
  - Create master website
  - Create design template CSS stylesheet and copy template files to server folder
  - Setup master template header for LTR and RTL
  - Create global page types
  - Create global page template category
  - Create global page templates
  - Create global home page
  - Create global hierarchical menu repeater
  - Create global Login/Signup page
  - Create global user profile page
  - Configure global roles
  - Configure global users
  - Configure global permissions and UI permissions
  - Create global contact form
  - Create custom tables
  - Configure global scheduled tasks
  - Configure local search indexes

Fulfill any additional related function as per the request of the Project Manager and the Senior Digital Transformation Advisor.

**For additional information, please refer to ANNEX I – Terms of Reference**

### **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

#### **I. Academic Qualifications:**

- Master's Degree in Computer Science, Computer Engineering, MIS, or related field.

#### **II. Years of Experience:**

- At least 10 years of relevant experience in designing, developing, and implementing multi-tiered applications with Web and mobile client applications.

#### **III. Technical Experience:**

- Experience in the following front-end and back-end programming technologies: ASP.Net C#, PHP, HTML5, CSS, Ajax, JavaScript, jQuery, Bootstrap, Node.js, and AngularJS
- Experience in Web Forms and MVC web development models
- Experience in developing websites using Kentico CMS (Content Management System) and similar content management systems
- Experience in Microsoft SQL and MySQL Database Servers
- Experience in Reporting, Dashboards, and Data Analytics Web components like DevExpress
- Experience in Cloud Computing and Storage services like Amazon Web Services

#### **IV. Competencies:**

- Ability to manage software development projects with a passion for evolving great digital products by leading multi-disciplinary teams
- Ability to engage with users and turning user insight into product improvements
- Familiarity with a range of agile delivery techniques, tools and methods such as SCRUM
- Skilled in the following front-end and back-end programming technologies: ASP.Net C#, PHP, HTML5, CSS, Ajax, JavaScript, jQuery, Bootstrap, Node.js, and AngularJS
- Knowledge of Web Forms and MVC web development models
- Skilled in developing websites using Kentico CMS (Content Management System) and similar content management systems
- Knowledge of Microsoft SQL and MySQL Database Servers
- Skilled in Reporting, Dashboards, and Data Analytics Web components like DevExpress
- Knowledge of Cloud Computing and Storage services like Amazon Web Services
- Competency in applying software design principles
- Ability to quickly research and learn new programming tools and techniques

- Systematic approach to solving problems
- Skilled in designing automated tests to validate solutions
- Knowledge of collaborative software development on an open platform such as GitHub
- Mastering of agile environments and version control
- Understanding Web security
- Competency of technologies used for web applications, e.g. databases, backups, content delivery networks (CDNs) and search, and of Unix-like operating systems, e.g. Linux and/or Mac OS experience of working on, or with web technologies
- Strong leadership skills
- Work openly and collaboratively in a multi-disciplinary team
- Clear and strong verbal, written and visual communication skills
- Ability to prioritize workload
- Ability to work under pressure and deliver at pace

#### **Communication**

- Ability to effectively communicate intentions and requirements to internal and external stakeholders.
- Fluency in oral and written Arabic and English is required. French is a plus.

#### **4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

##### **(I). Technical Proposal:**

(i) **Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment**

(ii) **Explaining why** you are the most suitable for the work

(iii) P11 (Personal History Form) including past experience in **similar projects** and at least **3 references**, mentioning the references' e-mails addresses.

#### **5. FINANCIAL PROPOSAL**

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payments are based upon output, i.e. upon delivery of the services specified in the TOR as follows:

Deliverables/Outputs	Payment terms
<b>Deliverable 1:</b> Content Management System (CMS) Installation, Setup, and Configuration	
<b>Deliverable 2:</b> Design, Develop, Set up, and Configure Master Website Template	
<b>Deliverable 3:</b> Individual Website Development and Commissioning	
Standard	each
Extensive	each
Complex	each

In order to assist the requesting unit in the comparison of financial proposals, **the financial proposal shall include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days)**. The financial proposal shall be presented using the enclosed format of Appendix a - Annex III.

#### **Travel:**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

## **6. EVALUATION**

Individual consultants will be evaluated based on the following methodology:

#### **Cumulative analysis**

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

\* *Technical Criteria weight; [70%]*

\* *Financial Criteria weight; [30%]*

*Only candidates obtaining a minimum technical score of 70 points would be considered for the Financial Evaluation.*

<b>Criteria</b>	<b>Weight</b>	<b>Max. Points</b>
<u>Technical Competence</u>	70%	100
<ul style="list-style-type: none"> <li>• <u>Criteria A: Academic Qualifications</u></li> <li>• <u>Bachelor's Degree: 10 points</u> <ul style="list-style-type: none"> <li>○ Master's Degree or Higher: 20 points</li> <li>○ Doctorate: 30 points</li> </ul> </li> </ul>	30%	30
<ul style="list-style-type: none"> <li>• <u>Criteria B: Years of Overall Experience</u> <ul style="list-style-type: none"> <li>○ Less than 10 years of experience: 5 points</li> <li>○ 10 years of experience: 15 points</li> <li>○ More than 10 years of experience: 30 points</li> </ul> </li> </ul>	30%	30
<ul style="list-style-type: none"> <li>• <u>Criteria C: Technical Experience</u> <ul style="list-style-type: none"> <li>○ 5 Years of Experience in ASP.Net C#, PHP, HTML5, CSS, Ajax, JavaScript, jQuery, Bootstrap, Node.js, and AngularJS: 5 Points</li> <li>○ 5 Years of Experience in Microsoft SQL and MySQL Database Servers: 5 Points</li> <li>○ 5 Years of Experience in Reporting, Dashboards, and Data Analytics Web components like DevExpress: 5 Points</li> <li>○ 5 Years of Experience in Kentico CMS (Content Management System): 10 Points</li> </ul> </li> </ul>	25%	25

<b>Criteria</b>	<b>Weight</b>	<b>Max. Points</b>
<ul style="list-style-type: none"> <li><u>Criteria D: Competencies</u></li> </ul>	15%	15
<u>Financial (Lower Offer/Offer*100)</u>	30%	100
<b><u>Total Score</u></b>	<b>Technical Score * 0.7 + Financial Score * 0.3</b>	

#### **How to apply:**

The consultancy is open for all International/ national consultants who meet the selection criteria and propose a competitive fee. Interested consultants are requested to apply only through this UNDP jobs portal.

Submissions through any other media will not be considered.

The application must include all of the following documents:

1. P11,
2. Annex 3 (Offerors Letter) and
3. Financial proposal

All files shall be submitted in one single document and uploaded as word or PDF file to the UNDP job site.

It has been observed that bidders don't submit all requested documents and thus reducing their chance to be selected for a contract with UNDP. before you submit your offer please revise that the application is complete and comprises all four (4) documents.

Incomplete applications will not be considered.

#### **ANNEXES**

##### **ANNEX I - TERMS OF REFERENCE (TOR)**

##### **ANNEX II - INDIVIDUAL CONSULTANT CONTRACT AND GENERAL TERMS AND CONDITIONS**

##### **ANNEX III - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**